



JOB OPPORTUNITY

DEPARTMENT OF PERSONNEL ADMINISTRATION

CLASS TITLE: Graduate Legal Assistant

SALARY:	Range L - \$4,674 – 4,674 Range M - \$4,678 – 5137	POSITION NUMBER:	363-410-5797-003
TENURE*/TIME BASE: (Example: Permanent/Full-time)	Permanent/Fulltime	FINAL FILING DATE:	Until Filled

DUTIES:

This class is primarily designed to afford law school graduates, not yet certified by The California State Bar Association, an introduction to legal practice in the State service. An incumbents in this class analyzes legal problems; does routine legal research; prepares drafts of legal documents, briefs, reports, resolutions and legislative measures; ascertains the last amended form of the statutory law on a given subject; compiles, annotates, and indexes provisions of law and of legislative measures; serves legal papers; assists in answering court calendars; secures information regarding court decisions; assists in the work of a law library; keeps records and indexes of legal cases; prepares and dictates correspondence. The Incumbent must demonstrate acceptable progress toward higher level (i.e., the Legal Counsel class) in order to continue their employment in the class. One must successfully pass the written portion of The State Bar examination within 12 months of appointment.

DESIRABLE QUALIFICATIONS:

The successful candidate should demonstrate the ability to independently and effectively analyze legal principles and precedents and apply them to legal and administrative problems. Experience in labor relations is desirable, but not necessary.

WHO MAY APPLY:

Applicants must be current State employees or those with transfer or list eligibility and must be currently eligible to take or have taken the California State Bar exam (persons in their last year of law school may apply but cannot be appointed until they have eligibility to take The California State Bar examination). Applications will be screened and only the most qualified candidates will be scheduled for an interview. **All applicants must enter the position number and clearly indicate the basis of their eligibility on the State Application Form (STD 678) next to the job title.**

SUBMIT APPLICATIONS/RESUMES TO:

K. William Curtis, Chief
Legal Division
Department of Personnel Administration
1515 S Street, North Building, Suite 400
Sacramento, CA 95814
(916) 324-0489

(*Note: Limited Term positions may be converted to permanent status at a later date.)

Telephone relay service for the deaf or hearing impaired, TDD Phone: 1-800-735-2929; voice TDD Phone: 1-800-735-2922

Note: Rank and file employees who accept employment with the Department of Personnel Administration are no longer under the collective bargaining provisions of the Ralph C. Dills Act.

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.